

**2008 - 2011 SECURE RURAL SCHOOLS
PUBLIC LAW 110-343
TITLE II PROJECT SUBMISSION FORM
USDA FOREST SERVICE
BUDGET TEMPLATE INSTRUCTIONS**

General Instructions:

Additional line item rows may be added as necessary. Verify all formulas and totals are correct. **Be sure monitoring costs are included where appropriate in each category.** Please use the text fields below each section to detail the costs outlined in that section including an explanation of which costs are specifically for monitoring.

A. Personnel

List the name and position of each non-contract staff person who will be paid to perform tasks for the project outlined in the application. Demonstrate the method for computing the cost in the computation field. Make sure all applicable taxes and withholdings are accounted for accurately. Provide details about each position, what the individual will be doing and what value the position brings to the project in the text space below the spreadsheet.

B. Fringe Benefits

List the name and position of each non-contract staff person who will receive fringe benefits, based on salary in category A. Demonstrate the method for computing the cost in the computation field. Provide details about what is included in the fringe benefit costs in the text space below the spreadsheet.

C. Travel

List all anticipated travel expenses summarized as appropriate by purpose and location or item. Demonstrate the method for computing the cost in the computation field. Provide details about each Travel line item in the text space below the spreadsheet.

D. Equipment

List any and all Equipment (over \$5,000) that will be purchased to perform tasks for the project outlined in the application. Include regular maintenance costs in the computation if such costs will be paid out of project costs. Demonstrate the method for computing the cost in the computation field. Provide details about each equipment line item in the text space below the spreadsheet including how the cost was estimated and why the equipment is needed.

E. Supplies

List any and all Supplies (under \$5,000) that will be purchased to perform tasks for the project outlined in the application. Demonstrate the method for computing the cost in the computation field. Provide details about each Supply line item in the text space below the spreadsheet including how it will be used.

F. Consultants/Contracts

List the description of each consultant and contract that will be paid to perform tasks for the project outlined in the application. Demonstrate the method for computing the cost in the computation field. Make sure all applicable taxes are accounted for accurately. Provide details about each consultant and contract, what will be done by the consultant or contract, and what value the consultant or contract brings to the project in the text space below the spreadsheet.

G. Other Costs

List any additional direct costs including Workman's Computation that will be associated with the project outlined in the application not accounted for in Sections A-F. Demonstrate the method for computing the cost in the computation field. Provide details about each Other Cost line item in the text space below the spreadsheet.

H. Indirect Costs

List any indirect costs that will be associated with the project outlined in the application. Indirect costs might include rent, utilities, administrative staff, etc. Demonstrate the method for computing the cost in the computation field. Provide details about each Indirect Cost line item in the text space below the spreadsheet.

Budget Summary

Verify all totals are calculated correctly.